

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b>				1. REQUISITION NUMBER REQ-2620-05-0034		PAGE OF 1 7	
2. CONTRACT NO. GS-35F-4027D				3. AWARD/ EFFECTIVE DATE 11/01/2005		4. ORDER NUMBER CPSC-F-06-0030	
5. SOLICITATION NUMBER				6. SOLICITATION ISSUE DATE			
7. FOR SOLICITATION INFORMATION CALL:		a. NAME William Graves		b. TELEPHONE NUMBER (No collect calls) 301-504-7045		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY  CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF TECHNOLOGY SERVICES 4330 EAST WEST HIGHWAY BETHESDA MD 20814				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100.00 % FOR:  <div style="display: flex; justify-content: space-between;"> <div> NAICS: 811212  SIZE STANDARD:  \$21.0 </div> <div> <input type="checkbox"/> SMALL BUSINESS  <input type="checkbox"/> HUBZONE SMALL  BUSINESS  <input type="checkbox"/> SERVICE-DISABLED VETERAN-  OWNED SMALL BUSINESS </div> <div> <input type="checkbox"/> EMERGING SMALL  BUSINESS  <input type="checkbox"/> 8(A) </div> </div>			
11. DELIVERY FOR FOB DESTINA- TION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS  Net 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO  CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF POLICY AND PLANNING 4330 EAST WEST HIGHWAY ROOM 706B BETHESDA MD 20814		16. ADMINISTERED BY  CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
17a. CONTRACTOR/ OFFEROR  ASAP SOFTWARE INC ATTN: DAVID W BEALE 850 ASBURY DR BUFFALO GROVE IL 60089-9455		18a. PAYMENT WILL BE MADE BY  CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY, ROOM 522 BETHESDA MD 20814		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
0001		Tax ID Number: 36-3328437 DUNS Number: 121482657  THE CONTRACTOR SHALL PROVIDE THE FOLLOWING:  Novell Open Enterprise Server 1.0 1-User E-Maintenance Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)		531		EA	
				24.30		12,903.30	
25. ACCOUNTING AND APPROPRIATION DATA 06-CC-EXIT-IT-2441-99948-257I				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$34,518.30			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDEND				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT REF. SJZ05080203-R05 OFFER DATED 01/11/2006. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: NOVELL SERVER MAINTENANCE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Peter J. Nerret		31c. DATE SIGNED 01/19/06	



19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	P/N: 877-000157-001				
0002	ZENWORKS 7 Suite 1-DEVICE/USER E-MAINTENANCE	500	EA	20.05	10,025.00
	P/N: 877-000201-001				
0003	NOVELL Identity Manager 3 1-USER E-Maintenance	500	EA	3.91	1,955.00
	977-000220-001				
0004	NOVELL Identity Manager Integration Module 3 for LINUX and UNIX 1-USER Maintenance	500	EA	1.36	680.00
	P/N: 977-000620-001				
0005	iChain 2.3 1-User Maintenance	500	EA	1.51	755.00
	P/N: MNT-005797-001				
0006	iFolder 2.1 1-User Maintenance	500	EA	7.29	3,645.00
	P/N: MNT-005533-001				
	Continued ...				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED☐ INSPECTEDACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS  
☐ NOTED:32b. SIGNATURE OF AUTHORIZED GOVERNMENT  
REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED  
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL☐ COMPLETE ☐ PARTIAL ☐ FINAL

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (Print)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

42d. TOTAL CONTAINERS



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
GS-35F-4027D/CPSC-F-06-0030PAGE OF  
3 7NAME OF OFFEROR OR CONTRACTOR  
ASAP SOFTWARE INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0007	<p>NOVELL Extend Director 5.2 Enterprise Edition 1-USER Maintenance</p> <p>P/N: MNT-006011-001</p> <p>REFERENCE YOUR GSA FSS GS-35F-4027D</p> <p>The Contractor shall provide software maintenance renewal of Novell products under MLA 38% Discount Pricing.</p> <p>THE PERIOD OF PERFORMANCE IS NOVEMBER 1, 2005 THROUGH OCTOBER 31, 2006.</p> <p>THE CPSC PROJECT OFFICERS ARE DENIS SUSKI AT (301) 504-6724 AND SHAWN CANTY AT (301) 504-6952.</p> <p>Total amount of award: \$34,518.30. The obligation for this award is shown in box 26.</p>	500	EA	9.11	4,555.00



## **52.0000-4004A CONTRACTOR'S NOTE**

Deliveries and/or shipments shall not be left at the Loading Dock. All deliveries shall be considered "inside deliveries" to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

### **ATTENTION GOVERNMENT VENDOR**

#### **A. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:**

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact Mr. Arliss Butler, Shipping and Receiving Coordinator at (240) 882-6386 or Mr. Ray Garcia, Property Management Officer at (301) 504-7113, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

#### **LOADING DOCK HOURS OF OPERATION:**

9:00a.m. to 11:00a.m. or 1:30p.m. to 4:00p.m.  
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Administrative Services (301) 504-7085  
Procurement Services (301) 504-7045

**Upon arrival, the driver should use the intercom box at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.**

#### **B. DELIVERY INSTRUCTION FOR SMALL ITEMS**

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4<sup>th</sup> floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 516. After delivery, delivery personnel shall promptly depart the building.

#### **MAIL ROOM HOURS OF OPERATION:**

Monday through Friday (except holidays) – 7:30a.m. to 5:00p.m.





## C. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. Taxpayer Identification Number (TIN).
3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).
4. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.
5. Description, price and quantity of goods or services actually delivered or renders.
6. Shipping cost terms (if applicable).
7. Payments terms.

All vendors please include the following information when invoicing for payment: ACH Vendor Information which includes the :  
Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.

8. Other substantiating documentation or information as specified in the contract or purchase order.
9. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.



ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

Accounting Officer  
Div. of Financial Services, Room 522  
U.S. Consumer Product Safety Commission  
Washington, D.C. 20207-9910

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

**D. PAYMENT**

Payment will be made as close as possible to, but not later than, the 30<sup>th</sup> day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to the Accounting Officer on (301) 504-7172 at the following address:

Accounting Officer  
Div. of Financial Services, Room 522  
U.S. Consumer Product Safety Commission  
Washington, D.C. 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above).

**E. INSPECTION & ACCEPTANCE PERIOD**

The Commission at the destination point within three (3) working days after the date of receipt shall inspect all materials/services. The CPSC contact person will transmit disapproval, if appropriate.

**F. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER**

CONTACT: William Graves @ (301) 504-7045 .



## **PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES**

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347). The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

### **PROPERTY/EQUIPMENT PURCHASES**

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Administration Services Branch (Room 520). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.

